** RTI Initial Steps**

1. Fulton Connect
2. Easy Applications
3. Select Groups
4. Select Group member (find school & teacher’s name)
5. Select View My Groups( Click 2nd line(section) then view legend/heads up alerts below)
6. Select a student
7. Select RTI process (Profile, **Planning**, Measure, Documents, History, Management)
8. Select Planning (if a student is placed in Tier II you must complete a language checklist under documents. Here is where student tiers are justified or changed(continue tier = no plan needed, select interventions for Tier II or enrichment)
9. Select Subject area (if needed) Instructional Options/Provider/Delivery Method
10. Select O.K.
11. Then Save

 **Group Plan (go to groups)**

1. Add new group @ bottom
2. Check boxes for school, grade, RTI
3. Add group
4. Select edit group information/members
5. Fill in user & e-mail
6. Click edit information
7. Select add students
8. Search – find – check box next to name of student
9. Select update data base Then O.K.

**Management (sync all students to the plan if there is existing data)**

1. Choose select all for area of need
2. Click sync students to group
3. O.K.
4. Go to planning page to create plan

 **Goals**

1. My groups
2. Select planning
3. Justification
4. Click on SAN (add goals, instructional options, interventions, progress monitoring tools)
5. Save

 **Group Interventions Logging**

1. My Groups
2. Support tab
3. Select intervention
4. Proceed
5. Add hours and group size
6. Select days
7. Select Log @ Bottom
8. Log Progress Monitoring Assessment

  **View /Log Progress Monitoring**

1. Under my groups click the measure tab
2. To view groups click (delta) to expand the page
3. To log new data check the log button next to progress monitoring tool
4. Add data then check log
5. Support = log once complete check log @ bottom to save (see the logged interventions @ top under view logs tab
6. Click save
7. O.K.